

Thomas A. Cantwell  
President

Elliott T. Dimond  
Vice-Pres. & Gen. Mgr.

Wm. F. Cleary  
Secretary

T.A. **CANTWELL** & Company, Inc.

62-64 H STREET, NORTHWEST • WASHINGTON 1, D. C. • TELEPHONE NATIONAL 8-8457-8-8458

December 19, 1962

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Dear Paul:

This is a proposal to change a system currently in use in the agency.

As we understand it, the agency has a large amount of mail which is of the nature of guard mail or messenger mail. Such mail is delivered by hand and a signed receipt is obtained by the messenger.

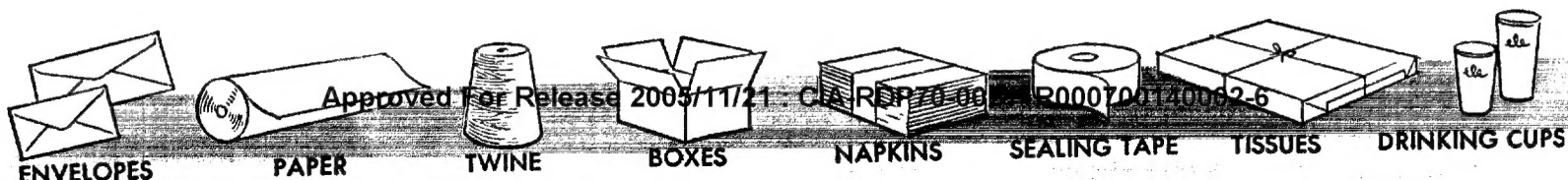
Because of the nature of the work of the agency, the name and/or address of any employee must not appear in writing which can be connected with the agency, except under security conditions. What this means is that envelopes used in messenger mail must be free of written addresses. This problem is currently being solved by using a double pocket envelope. This envelope has the standard-size pocket to serve as a carrier, and a second pocket which serves as a messenger receipt pocket. The receipt pocket has an open window in it, through which the address typed on the receipt is visible.

This system also solves quite neatly the problem of how to send the receipt with the envelope and when the "carrier" pocket is not sealed, the envelope can be re-used.

Now, there are two (2) major disadvantages to this system. The double pocket envelopes create a supply problem. In the first place, the sizes duplicate other envelopes on the G.S.A. schedule and most offices carry the G.S.A. envelopes in addition to the double pocket envelopes. More than one size is stocked in the double style, which complicates the supply and distribution problem.

The second disadvantage to the system is that the receipt pocket works better in theory than in practice. Shoving the receipt into the receipt pocket is so difficult that many users just staple the receipt on the envelope and write the address on the envelope. This necessitates destruction of the envelope under security methods. This is wasteful and expensive.

(Over)



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Page 2

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We propose to eliminate or at least reduce these disadvantages, through the use of a self-adhering receipt pocket which will be attachable to any carrier package, whether envelope, parcel, or corrugated box. The receipt pocket will have a window cut out in the face to allow addresses to be read and will be much easier to insert the receipts into.

The advantage of this pocket in the field of supply is quite obvious. No special sizes of double envelopes need be procured. Little extra space must be supplied for storage--the receipt pocket will take up about 20% of the space currently being devoted to storage of double pocket envelopes. Labor cost as well as space cost will be reduced because of less bookkeeping, fewer security destructions will be required, etc.

The cost of the receipt pocket will be around \$16.00 per M, depending on quantities and style. We are enclosing a few samples of various styles.

We will be pleased to have your comments on this.

Very truly yours,

T.A. CANTWELL & CO., INC.

*Tom Dimond*

Tom Dimond

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Enclosures

